



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY  
UNIT 29351  
APO AE 09014-9351


DEC 20 2005

AEAGA-CE

MEMORANDUM FOR All Living Quarters Allowance (LQA) Recipients

SUBJECT: Voluntary Living Quarters Allowance (LQA) Reconciliations

1. The Army in Europe Regulation 690-500.592, Civilian Personnel Living Quarters Allowance (LQA), dated 20 June 2003, was recently revised. The revisions include a new set of procedures for claiming and processing voluntary reconciliations of employees' living quarters expenses.
2. There are two different reconciliations described in the revised regulation, the mandatory reconciliation and the voluntary reconciliation. The mandatory reconciliation must be completed at the end of the first year's rental period, but no later than 15 months after the LQA is initially granted to the employee. This is the same requirement that exists today.
3. There is no requirement to complete an additional reconciliation of living quarters expenses for the same quarters after the initial reconciliation, however, an employee may request a voluntary reconciliation. The purpose of the voluntary reconciliation is to allow an employee, who is entitled to LQA, an opportunity to claim unusual gains or losses in their living quarters expenses when they believe there has been a significant change. For these claims, payments will generally be prospective. This means that the adjusted payments will begin with the pay period following the date the request is received at the servicing Civilian Personnel Advisory Center (CPAC). In rare cases, when circumstances are beyond the employee's control to submit timely utility receipts, a retroactive reimbursement may be processed. These claims will be handled on a case-by-case basis in accordance with the specific requirements in the regulation.
4. In order to implement the new regulation changes for voluntary reconciliations, a one time opportunity for processing the voluntary reconciliations **retroactively** will be granted until 31 January 2006. This one-time event will allow employees who may be affected by this change in the revised regulation to submit receipts for a voluntary reconciliation. A completed "Foreign Allowances Application, Grant and Report" (SF-1190) and a copy of all end-of-year bills for heat, electricity, water, sewer, and trash for each year must be submitted to the servicing CPAC. Requests submitted for retroactive payment consideration after 31 January 2006 will be returned without processing. Questions concerning the reconciliation process should be directed to your servicing CPAC representative.
5. Point of contact for this action is Ms. Renate Riseden, Employment & Compensation Branch, Civilian Personnel Directorate, DSN 375-2551.

  
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(Civilian Personnel)